

No-charge and Miscellaneous Parking Passes

Purpose Statement:

This policy supplements [Chapter 236-12 WAC](#) and clarifies the limited uses of no-charge and miscellaneous parking passes issued by the Department of General Administration.

This policy applies to anyone parking on the Capitol Campus. There are no exemptions.

Action:

Revision of existing policy dated June 28, 2007

Effective Date:

July 1, 2011

Owner:

Office of Parking Services

Review Cycle:

2 years

Approved By:

/s/
Jane Rushford
Acting Director

Policy Content

[Policy statement](#)
[Standards and procedures](#)
[Forms and instructions](#)

[Definitions](#)
[Related requirements and information](#)
[History](#)

Policy

No-charge Parking Passes: This policy allows the issuance of no-charge parking passes in the following situations involving state activities:

1. Permits for employees relocated during construction projects;
2. Permits for employee temporary vehicles;
3. Permits for paid parkers with temporary disability.

These passes are issued either manually in the form of green hand-written hang tags or electronically through the Parking Information Management System (PIMS).

Daily Passes: This pass is issued and valid for a specific date or dates, which will be clearly printed in indelible ink on the parking pass.

[RETURN TO TOP](#)

FAQs:

1. Can I issue a no-charge pass to a consultant, contractor, volunteer, or vendor who our agency would reimburse if they had to pay for parking?

No. An agency can purchase from the Parking Office day passes in advance for agency state business uses. A day pass can be issued by the agency from their pre-purchased supply to avoid an inefficient reimbursement.

A consultant, contractor, or vendor could also purchase monthly or day passes at the Parking Office which would be itemized via quarterly invoicing for reimbursement efficiency.

2. Can I issue a no-charge pass to an employee who has a monthly parking permit but had to drive a different car that day?

No. The employee can register at no charge the temporary car online at this web page before 8:30 am at the following web address:

<https://fortress.wa.gov/ga/apps/Parkers/MainMenu.aspx>

The State Patrol is informed of these vehicles by license number and there is no need to post a permit in the vehicle.

3. Can I issue a no-charge pass to an employee who normally rides the bus, but had to drive that day?

No. Except as allowed under our rules, employees must utilize paid parking. No-charge permits can be issued for carpools and vanpools in accordance with WAC [236-12-295](#).

Under the Commute Trip Reduction law and rules, an agency may be able to establish a provision in their CTR program to provide occasional parking at no charge to encourage bus ridership. However, in this case the parking pass would be paid at the agency rate to the Parking Office, because this is a cost of that agency's program. Some agencies pre-purchase CTR program passes for employees that participate in the CTR Program and issue them in accordance with their internal CTR Program policies.

[RETURN TO TOP](#)

Related requirements and information

- State law – [RCW 46.08.172, Parking rental fees -- Establishment](#)
- State rule – [WAC 236-12, State Capitol Grounds Traffic and Parking Regulations](#)
- GA enterprise policy – [Agency and Service Parking Permits](#)
- GA enterprise policy – [Off-shift Parking](#)
- GA enterprise policy – [Operational Guidelines for Activity Parking on the Capitol Grounds](#)
- GA enterprise policy – [Parking Fee Schedule for the Capitol Campus](#)
- GA enterprise policy – [Parking Criteria for the Legislative Garage](#)
- GA enterprise policy – [Registration of Parkers](#)

[RETURN TO TOP](#)

Forms and instructions

- [Carpool/Vanpool Parking Permit Application](#)
- [Online Employee Parking Registration](#)
- [Bicycle Cage Registration](#)

[RETURN TO TOP](#)

History

Amended:

July 1, 2011 Aligned with current policy format; transitioned fee charges to new Capitol Campus Parking Fee Schedule; removed ethical conduct content; no other content changes were made.

July 1, 2007 New policy

Supersedes:

NA

Original Effective Date:

July 1, 2007

To obtain a copy of a historical policy, e-mail the GA Policy Office at policy@ga.wa.gov

[RETURN TO TOP](#)

POLICY FEEDBACK

Did this Policy successfully answer your questions? Please send your comments to policy@ga.wa.gov .